

Element Performance Inspection (EPI) Data Collection Tool
4.2.7 Training of Check Airmen and Instructors (OP)

ELEMENT SUMMARY INFORMATION

Purpose of This Element (Certificate Holder's responsibility):

- To ensure that training of Flight Instructors and Check Airmen is accomplished in accordance with the Certificate Holder's approved programs.

Objective (FAA oversight responsibility):

- To determine if there were any changes in the personnel identified by the Certificate Holder as having responsibility and / or authority for the Training of Check Airmen and Instructors process.
- To determine if the Certificate Holder follows its procedures, controls, process measurements and interfaces for the Training of Check Airmen and Instructors process.

Specific Instructions:

- To accomplish this EPI, the inspector will need to observe part or all of the segments of the FAA approved training program for check airmen and instructors. Documentation to be reviewed should include the Check Airmen and Flight Instructor training course outlines, instructor guidelines, and operations specifications, specifically Part A for deviations to training requirements, record keeping locations, etc.

Related EPI(s):

- 3.1.10 Lower Landing Minimums (LLM) (OP)
- 3.1.3 Airmen Duties / Flight Deck Procedures (OP)
- 3.1.9 Aircraft Performance Operating Limitations (OP)
- 4.2.10 Aircrew Designated Examiner (ADE) Program (OP)
- 4.2.3 Training of Flight Crewmembers (OP)
- 4.2.8 Simulators / Training Devices (OP)
- 4.2.9 Outsource Crewmember Training (OP)

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirement(s) (SRRs):

- SRRs:
 - 121.135(a)(1)
 - 121.135(b)(1)
 - 121.135(b)(2)

121.135(b)(3)
121.401(a)(1)
121.401(a)(2)
121.401(a)(3)
121.401(a)(4)
121.411(a)(1)
121.411(a)(2)
121.411(b)(1)
121.411(b)(2)
121.411(b)(3)
121.411(b)(4)
121.411(b)(5)
121.411(b)(6)
121.411(b)(7)
121.411(c)(1)
121.411(c)(2)
121.411(c)(3)
121.411(c)(4)
121.411(c)(5)
121.411(d)
121.411(e)
121.411(f)(1)
121.411(f)(2)
121.411(g)
121.412(a)(1)
121.412(a)(2)
121.412(a)(3)
121.412(b)(1)
121.412(b)(2)
121.412(b)(3)
121.412(b)(4)
121.412(b)(5)
121.412(b)(6)
121.412(c)(1)
121.412(c)(2)
121.412(c)(3)
121.412(c)(4)
121.412(c)(5)
121.412(d)
121.412(e)
121.412(f)(1)
121.412(f)(2)
121.412(g)
121.413(a)
121.413(a)(1)
121.413(a)(2)
121.413(b)
121.413(c)(1)
121.413(c)(2)
121.413(c)(3)

121.413(c)(4)(i)
121.413(c)(4)(ii)
121.413(c)(5)
121.413(c)(6)
121.413(d)
121.413(e)(1)
121.413(e)(2)
121.413(e)(3)(i)
121.413(e)(3)(ii)
121.413(e)(4)
121.413(f)
121.413(g)(1)
121.413(g)(2)
121.414(a)(1)
121.414(a)(2)
121.414(b)
121.414(c)(1)
121.414(c)(2)
121.414(c)(3)
121.414(c)(4)(i)
121.414(c)(4)(ii)
121.414(c)(5)
121.414(c)(6)
121.414(c)(7)
121.414(c)(7)(i)
121.414(c)(7)(ii)
121.414(c)(7)(iii)
121.414(d)
121.414(e)(1)
121.414(e)(2)
121.414(e)(3)(i)
121.414(e)(3)(ii)
121.414(e)(4)
121.414(f)
121.414(g)(1)
121.414(g)(2)

Related CFR(s) & FAA Policy/Guidance:

- Related CFRs:
Intentionally left blank
- FAA Policy/Guidance:
Order 8400.10, Vol 3, Chap 3
HBAT 99-01
AC 91-70
AC 120-28D
AC 120-42A
AC 120-51D

EPI Template

Template Dated 01/15/04

AC 120-53

AC 120-70

EPI SECTION 1 – PERFORMANCE OBSERVABLES

Objective: (FAA oversight responsibility): To determine if the Certificate Holder follows its procedures, controls, process measures and interfaces for the Training of Check Airmen and Instructors.

Tasks

To meet this objective, the inspector must accomplish the following tasks:

1. Review the information listed in the Supplemental Information section of this data collection tool.
2. Review the policies, procedures, instructions and information for the Training of Check Airmen and Instructors process contained in the Certificate Holder's manual.
3. Review the associated SAI for this element with emphasis on the controls, process measurements and interface attribute sections.
4. Observe the Training of Check Airmen and Instructors process to gain an understanding of the procedures, instructions and information contained in the Certificate Holder's manual.
5. Discuss the Training of Check Airmen and Instructors process with the personnel (other than management) who perform the duties and responsibilities required by the process.

Questions

To meet this objective, the inspector must answer the following questions:

1. Were the following Performance Measures met:
 - 1.1 Were check airmen and instructors trained in procedures and instructions for the identification, carriage, storage, or handling of hazardous materials, if authorized to carry such materials?

☐ Yes
☐ No, Explain
☐ Not Applicable
 - 1.2 If the Certificate Holder does not carry dangerous articles and / or magnetized materials, did check airmen and instructors receive training in the recognition of hazardous materials?

☐ Yes
☐ No, Explain
☐ Not Applicable
 - 1.3 Did the Certificate Holder ensure there were an adequate number of flight instructors available to conduct training?

☐ Yes
☐ No, Explain
 - 1.4 Did the Certificate Holder ensure there were an adequate number of check airmen available to conduct checking?

☐ Yes
☐ No, Explain
 - 1.5 Did the Certificate Holder ensure that instructors and check airmen were proficient in recognizing unexpected student induced emergency situations that may develop during training and checking in an airplane in flight?

☐ Yes
☐ No, Explain
 - 1.6 Did the Certificate Holder train its instructors on the possibility of unexpected simulator induced fire, smoke, and motion failures that may occur during training and checking sessions?

☐ Yes
☐ No, Explain
☐ Not Applicable
 - 1.7 Did the Certificate Holder ensure that instructors and check airmen were proficient in performing normal, abnormal, and emergency procedures while conducting airplane training and checks from the left and right pilots' seats?

☐ Yes
☐ No, Explain
 - 1.8 Did the Certificate Holder ensure that instructors and check airmen were proficient in performing seat dependent tasks while conducting airplane training and checks from the left and right pilots' seats?

☐ Yes
☐ No, Explain

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| <p>2. Were the Certificate Holder's policies, procedures, instructions and information, contained in its manual, for the Training of Check Airmen and Instructors process followed?</p> <p><i>Related Performance JTI's:</i></p> <ol style="list-style-type: none"> 1. At the air carrier specified location, observe a check airman conducting a proficiency check in accordance with the approved check airman training program. <i>Sources: 121.413(a)(2)</i> 2. Check at the air carrier specified location that each flight instructor satisfactorily conducts flight instruction in accordance with the approved training program. <i>Sources: 121.414(a)(2)</i> 3. At the air carrier specified location, observe a flight instructor conducting flight training in accordance with the approved training program. <i>Sources: 121.414(a)(2)</i> 4. At the air carrier specified location, observe a line check airman conducting a line check in accordance with the approved check airman training program. <i>Sources: 8400.10, Volume 3. Chapter 3, Section 1 Paragraph 651. A.</i> 5. At the air carrier specified location, observe a check flight engineer conducting a proficiency check in accordance with the approved check airman training program. <i>Sources: 8400.10, Volume 3. Chapter 3, Section 1 Paragraph 659. A.</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| <p>3. Were the Training of Check Airmen and Instructors process controls followed?</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| <p>4. Did the records for the Training of Check Airmen and Instructors process comply with the instructions provided in the Certificate Holder's manual?</p> <p><i>Related Performance JTI's:</i></p> <ol style="list-style-type: none"> 1. Check at the training records repository, that each pilot check airman holds the airman certificates and ratings required to serve as a pilot in command in accordance with the approved training program. <i>Sources: 121.411(b)(1)</i> 2. Check at the training records repository that each check airman has satisfactorily completed the initial or transition check airman training in accordance with the approved check airman training program. <i>Sources: 121.413(a)(1)</i> 3. Check at the training records repository that each check airman has satisfactorily conducted a proficiency check within the preceding 24 months under the observation of an FAA inspector or an aircrew designated examiner in accordance with the approved check airman training program. <i>Sources: 121.413(a)(2)</i> 4. Check at the training records repository that each check airman (airplane) has satisfactorily completed training in conducting flight | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |

- checks from the left and right pilot seat in accordance with the approved check airman training program.
Sources: 121.413(e)(3)(i)
5. Check at the training records repository that each check airman has received training in the operation of flight training devices, if used by the Certificate Holder.
Sources: 121.413(g)(2)
 6. Check at the training records repository that each check airman has received training in the operation of flight simulators, if used by the Certificate Holder.
Sources: 121.413(g)(2)
 7. Check at the training records repository that each flight instructor has satisfactorily completed initial or transition flight instructor training in accordance with the approved training program.
Sources: 121.414(a)(1)
 8. Check at the training records repository that each flight instructor has satisfactorily conducted flight training within the preceding 24 months under the observation of an FAA inspector, check airman, or an aircrew designated examiner in accordance with the approved training program.
Sources: 121.414(a)(2)
 9. Check at the training records repository, that each non-pilot check airman holds the applicable airman certificates and ratings required to serve in that flight crewmember position in accordance with the approved training program.
Sources: 121.411(b)(1)
 10. Check at the training records repository that each flight instructor (airplane) has satisfactorily completed training in conducting flight instruction from the left and right pilot seat in accordance with the approved training program.
Sources: 121.414(e)(3)(i)
 11. Check at the training records repository that each flight instructor has received training in the operation of flight training devices, if used by the Certificate Holder.
Sources: 121.414(g)(2)
 12. Check at the training records repository that each flight instructor has received training in the operation of flight simulators, if used by the Certificate Holder.
Sources: 121.414(g)(2)
 13. Check at the outsource provider records repository that all training center personnel used by the Certificate Holder meet the requirements of 121.411 through 121.414 in accordance with the Certificate Holder's approved training program.
Sources: 121.431
 14. Check at the training records repository that each advanced simulation instructor and check airman meets the 1 year qualification requirement in accordance with the approved advanced simulation program.
Sources: 121 App..H

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| <p>15. Check at the training records repository that each simulator instructor and check airman received a minimum of 4 hours (advanced simulation) training each year in accordance with the approved advanced simulation program. <i>Sources:</i> 121 App..H</p> <p>16. Check at the training records repository that each check airman holds a (one only) check airman letter in accordance with the approved check airman training program. <i>Sources:</i> 8400.10, Volume 3. Chapter 3, Section 2 Paragraph 700. D.</p> <p>17. Check at the training records repository, that each pilot check airman has satisfactorily completed the appropriate training phases for the airplane type, including recurrent training, that is required to serve as a pilot in command in accordance with the approved training program. <i>Sources:</i> 121.411(b)(2)</p> <p>18. Check at the training records repository, that each non-pilot check airman has satisfactorily completed the appropriate training phases for the airplane type, including recurrent training, that is required to serve as a non-pilot check airman in accordance with the approved training program. <i>Sources:</i> 121.411(b)(2)</p> <p>19. Check at the training records repository, that each check airman has satisfactorily completed the appropriate proficiency checks for the airplane type, that is required to serve as a check airman in accordance with the approved training program. <i>Sources:</i> 121.411(b)(3)</p> <p>20. Check at the training records repository, that each check airman has satisfactorily completed the training requirements including in-flight training and practice for initial and transition training, if applicable, in accordance with the approved training program. <i>Sources:</i> 121.411(b)(4)</p> <p>21. Check at the training records repository, that each check airman holds the required medical certificate. <i>Sources:</i> 121.411(b)(5)</p> <p>22. Check at the training records repository, that each pilot flight instructor holds the airman certificates and ratings required to serve as a pilot in command in accordance with the approved training program. <i>Sources:</i> 121.412(b)(1)</p> <p>23. Check at the training records repository, that each non-pilot flight instructor holds the applicable airman certificates and ratings required to serve in that flight crewmember position in accordance with the approved training program. <i>Sources:</i> 121.412(b)(1)</p> | |
| <p>5. Were the process measurements for the Training of Check Airmen and Instructors process effective in identifying problems or potential problems and providing corrective action for them?</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p> |

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| 6. Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions and information that are related to this element? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
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| EPI SECTION 1 – PERFORMANCE OBSERVABLES –Drop Down Menu | |
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| 1. Personnel. | |
| 2. Tools and Equipment. | |
| 3. Technical Data. | |
| 4. Procedures, policies or instructions or information. | |
| 5. Materials. | |
| 6. Facilities. | |
| 7. Controls. | |
| 8. Process Measures. | |
| 9. Interfaces. | |
| 10. Desired Outcome. | |
| 11. Other. | |

EPI SECTION 2 – MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES

Objective: To determine if the person identified by the Certificate Holder having responsibility and/or authority for the Training of Check Airmen and Instructors is qualified, knowledgeable, and recognizes that responsibility and/or authority. (The person with the authority may or may not be the person with the responsibility.)

Tasks

To meet this objective, the inspector must accomplish the following tasks:

1. Identify the person who has overall responsibility for the Training of Check Airmen and Instructors process.
2. Identify the person who has overall authority for the Training of Check Airmen and Instructors process.

NOTE: If no personnel or major program changes (as defined by the Principal Inspector) affecting the responsibility or authority attributes for this element have occurred since the last SAI and / or EPI was accomplished, then do not perform tasks 3 – 6. Answer questions 2.1 & 2.2, and provide the name / title.

3. Review the duties and responsibilities for the person(s) who manage the Training of Check Airmen and Instructors process documented in the Certificate Holder's manual.
4. Review the appropriate organizational chart.
5. Discuss the Training of Check Airmen and Instructors process with the management personnel identified in Tasks 1 and 2.
6. Evaluate the qualifications and work experience of the management personnel identified in Tasks 1 and 2.

Questions

To meet this objective, the inspector must answer the following questions:

2. Are the following aspects of the Management Responsibility and Authority Attributes addressed for the Training of Check Airmen and Instructors process:

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| 2.1 Is there a clearly identified person who is responsible for the quality of the Training of Check Airmen and Instructors process? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input type="text"/> |
| 2.2 Is there a clearly identified person who has authority to establish and modify the Certificate Holder's policies, procedures, instructions and information for the Training of Check Airmen and Instructors process? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input type="text"/> |
| 2.3 Does the responsible person know that he / she has responsibility for the Training of Check Airmen and Instructors process? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable |
| 2.4 Does the person with authority know that he / she has authority for the Training of Check Airmen and Instructors process? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable |
| 2.5 Does the person with responsibility for the Training of Check Airmen and Instructors process meet the qualification standards? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable |

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| 2.6 Does the person with authority to establish and modify the Training of Check Airmen and Instructors process meet the qualification standards? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable |
| 2.7 Does the person with responsibility understand the controls, process measurements, and interfaces associated with the Training of Check Airmen and Instructors process? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable |
| 2.8 Does the person with authority understand the controls, process measurements, and interfaces associated with the Training of Check Airmen and Instructors process? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable |
| 2.9 Does the responsible person know who has authority to establish and modify the Training of Check Airmen and Instructors process? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable |
| 2.10 Does the individual with authority know who has the responsibility for the Training of Check Airmen and Instructors process? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable |

| EPI SECTION 2 – MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES –Drop Down Menu | |
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| 1. Assignment of responsibility. | |
| 2. Assignment of authority. | |
| 3. Does not understand procedures, policies or instructions and information. | |
| 4. Does not understand controls. | |
| 5. Does not understand process measurements. | |
| 6. Does not understand interfaces. | |
| 7. Span of control. | |
| 8. Position vacant. | |
| 9. Other. | |